

27 September 1972

MEMORANDUM FOR: Deputy Director for Intelligence  
Deputy Director for Plans  
Deputy Director for Science & Technology  
Deputy Director for Support

SUBJECT : Personnel Development Program

1. At the Director's Annual Conference in May it was agreed that it would be appropriate to develop a Personnel Development Program (PDP) in the Agency and to meet the requirements of the Office of Management and Budget on this subject. The Office of Personnel has developed the attached Program, which is a refinement of the Personnel Movement and Management Program approved for initiation in mid-1971 but never actually implemented. I believe that this Program should provide us the basis for sensible executive development with a minimal amount of extra paper work and bureaucratic agony.

2. Before establishing it as a formal program, however, I would like to review the matter at a Deputies Meeting in order to obtain your comments as to its probable effectiveness, and acceptance of it, and the reasonableness of the effort required. I would hope comments would be focused on these major matters, as minor variations could certainly be worked out in the Program as it proceeded, and I would hope to launch the Program officially in the very near future, since we had originally hoped it would be in effect by the time of our annual report to the Civil Service Commission as of 30 September.

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W. E. Colby  
Executive Director-Comptroller

cc: Director of Personnel  
Inspector General  
General Counsel